



Glendale Community College District Vice President of Administrative Services 2024

Community Candidate Forum: **Wednesday, December 18**

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Dr. Katherine T. Jimenez is a seasoned leader with over two decades of experience in higher education administration, specializing in financial management, budget development, and organizational leadership. She has a proven track record in fostering collaboration, driving innovation, and developing strategies that support the mission and growth of academic institutions. Dr. Jimenez excels at building trust with colleagues and stakeholders, showcasing outstanding leadership in both academic and administrative environments. Her expertise spans across financial planning, resource allocation, and strategic initiatives, combined with a strong commitment to enhancing institutional effectiveness. Leveraged advanced financial systems and analytics tools to enhance efficiency and transparency for stakeholders.

Dr. Jimenez drives financial oversight with a strategic focus on maximizing institutional value and sustainability by successfully aligning multi-million-dollar budgets with educational and research goals. She has led the development of a university's fiscal year budget and played a pivotal role in resource allocation, financial reporting, and compliance with federal and state regulations. Dr. Jimenez also collaborates with departments, ensuring the integration of academic and operational plans into the budgeting process. She served as a key figure in the development of strategies for improving central support administrative financial services. Dr. Jimenez also served as an instructor teaching graduate courses in finance, accounting, and business management practices. She is enthusiastic about fostering academic excellence and financial integrity within higher education and remains committed to driving meaningful change through her leadership and expertise.

Dr. Jimenez earned her Doctor of Education, Master of Business Administration, and a Bachelor of Arts from the University of La Verne. She also holds an Associate of Science from Citrus Community College.

KATHERINE T. JIMENEZ, EdD, MBA

SUMMARY OF QUALIFICATIONS

Versatile and knowledgeable in facets of higher education institution administration.
Strong commitment to higher education collaboration and a demonstrated record of leadership.
The ability to innovate and the capacity to foster confidence and trust among colleagues.
Outstanding human relations, leadership skills, and the ability to function in a team environment.

PROFESSIONAL EXPERIENCE

Witt/Kieffer Inc. 2024-Present

Oak Brook, Illinois

Interim Leadership Executive/Consultant 2024-present

- Provided interim and experienced leadership aligned to client needs
- Provided consulting leadership and expertise for client success
- Deliver solutions to address needs of the client

Western University of Health Sciences 2006 - 2023

Pomona, California

Associate Vice President for Finance and Budget Administration 2019- 2023

Executive Director for Finance and Budget Administration 2015 – 2019

Director for Budget Management, Planning, and Analysis 2006 - 2015

- Provided leadership and general financial oversight to meet the University's educational and scholarly goals. To articulate and cultivate a clear and progressive vision for business operations consistent with those goals. Develop processes and procedures for the allocation of resources to meet strategic planning goals.
- Explain budget, financial processes, and resource allocation decisions to constituent groups. In collaboration with the Deans and Department Managers plan, prepare, and justify the University's operating budget by integrating administrative and academic operational plans, historical data, and projecting financial resources. Responsible for developing, monitoring, overseeing the management and planning of the University fiscal year budget.
- Develop the annual Budget Proposal to the Board of Trustees for presentation by the President and CFO.
- Development of strategies for improvement and enhancement of central support administrative financial services across the University, including formulating and administering University policies, programs, and projects. Including actions necessary for the efficiency, effectiveness, and successful fulfillment of the University's financial policies.
- Direct all administrative business activities of the University in a manner designed to protect assets, meet reporting requirements, and effectively plan for the operational budget needs of the University.
- Ensure central support administrative service functions support the academic, patient health care centers, research, and community budgets of the University.
- Maintain the University's budget policies and procedures, including conformity with generally accepted accounting principles, governmental accounting, and standards. Compliance with federal and state regulations.
- Supervised the Budget and Financial Planning and Analysis team members.

- Collaborated closely with the Office of Human Resources regarding budgeted salaries and implementation of annual salary increases. Provide oversight responsibility for the activities and implications of academic and administrative human resource budgets.
- University wide annual Budget Development Process presentations.

Committee Work:

- University Budget Advisory Committee (UBAC) (2016-2023)
- Major Capital Project Committee (2014-2023)
- Daumier Advisory Board (2015-2023)
- Western University of Health Sciences-University Western Association of Schools & Colleges (WSCUC) Steering Panel (2017-2023)
- New and Expanded Program Committee (2014-2019)
- Strategic Planning-Initiative Oversight Committee (2015-2019)
- Strategic Planning-Implementation Steering Committee (2014-2019)
- Strategic Planning-Finance Working Group (2014-2019)
- Strategic Planning-Internal Fitness Working Group (2014-2018)
- Western University of Health Sciences-University Western Association of Schools & Colleges (WASC) Steering Panel (2012-2013)
- College of Podiatric Medicine (CPM) Self-Study Steering Committee (2011)
- Master of Science in Health Sciences (MSHS) Self-Study & WASC Review Committee (2009-2010)
- Graduate College of Biomedical Sciences (GCBS) WASC Accreditation Committee (2008-2009)
- Vice President of Advancement Recruitment Committee (2009)
- Various Recruitment Committees

Instructor, College of Graduate Nursing 2006-2007

- Instructor - Master of Science in Nursing program-courses with a focus in business and management practices, finance, and accounting.

**Claremont University Consortium (The Claremont Colleges Services) 2001 - 2005
Claremont, California**

Business Analyst/Budget Administrator

- Administer and prepare the Claremont University Consortium (CUC) budget - gather data from the colleges and CUC departments; compile data, modify formula allocations, estimate, and project expenditures and revenues. Collaborated with Chief Financial Officer, Chief Executive Officer, Chief Administrative Officer, Treasurer, and Departmental Directors regarding budgets.
- Analyze financial performance of CUC departments through accounting reports, and financial projections.
- Perform in-depth financial analyses of individual departments and programs including preparation of budget vs. actual reports.
- Journal entries, reconciliations, and year end responsibilities
- Ensure that accounts are funded properly and that assessments are functioning correctly.
- Provide research and analysis regarding the financial five-year plan.
- Manage leasing programs, equipment replacement purchases, and capital equipment requests.
- Assist in preparation of Board, Council, and committee materials and presentations.

Committee Work:

- Budget Committee
- CUC Advancement Advisory Board
- Financial Services Leadership Committee
- Staff Recognition Committee

EDUCATION

University of La Verne

La Verne, California

Doctor of Education (EdD) – Organizational Leadership

Dissertation: A Comparison Study of Administrative and Academic Leaders Preferred Budget Decision Criteria for Developing a Budget in Higher Education Institutions.

University of La Verne

La Verne, California

Master of Business Administration (MBA) - Finance, Leadership & Management

University of La Verne

La Verne, California

Bachelor of Art (BA) - Business Administration

Citrus Community College

Glendora, California

Associate in Science (AS) – Behavioral Science